

## **CHAPTER SEVEN**

### **FINANCIAL BENEFITS**

#### **I. Salary**

##### **A. The Distribution of Salaries of full-time faculty is:**

*[provided each year in the form of a chart generated on the computer. This should be pasted in over this page]*

##### **B. Pay Periods and Deductions**

Faculty are paid on a semi-monthly basis on the fifteenth and the last day of the month. In the event the regular payment date falls on a Saturday, Sunday or holiday, payment is made on the prior business day. The College deposits salary payments directly into the employee's savings or checking account at any certified banking institution in the United States. A pay advice will be issued on the date of salary payment to communicate complete information regarding gross salary, payroll reductions and deductions, and net salary deposited. All appropriate federal, state and local taxes along with optional Flexcomp elections will be withheld.

#### **II. Fringe Benefits**

All of the following fringe benefits are available to full-time faculty. Please note that the College's Flexcomp and retirement contributions have a one-year waiting period. This waiting period is waived if the employee is employed prior to joining Dickinson and is 100% vested in a qualified retirement plan (see section B, below). See Section V for how fringe benefits apply during leaves of absence.

##### **A. Flexcomp**

Flexcomp is a flexible benefit and compensation program that lets you decide how to use your pay and benefits most effectively. As part of their salary and fringe benefits, full-time employees can use flexible credits in the amount of 5% of annual base salary. These flexible credits may be used to pay for certain benefits (e.g., health care expense account, dependent care expense account, vision or dental insurance), increase your retirement savings or receive in the form of take-home salary. A key feature of Flexcomp is that currently you do not pay federal taxes on benefits you select under the Flexcomp program. In addition, any contributions you make to your retirement savings are on a federal tax-deferred basis.

##### **B. Retirement**

*Defined Contribution Retirement Plan*

Dickinson College participates in a retirement program underwritten by Teacher's Insurance and Annuity Association and College Retirement Equities Fund (TIAA-CREF). Eligibility occurs following the completion of one year of full-time service with the College. After the one-year waiting period, Dickinson College contributes an amount equal to 7%<sup>1</sup> of your base salary. The one-year waiting period is waived for persons presently employed (meaning you are employed now and in that organization's retirement plan) coming to Dickinson with an active, 100% vested and qualified retirement plan. The waiver was established so that candidates presently in a retirement plan would not lose retirement benefits when they choose to join Dickinson.

*Tax Deferred Annuity Plan*

In addition to the retirement plan, employees are eligible to participate in the Dickinson College Tax Deferred Annuity Plan (TDA) in accordance with Sections 402(g), 403(b), and 415 of the Internal Revenue Code effective from your date of employment. In this plan you can elect to reduce your salary on a pre-tax basis and contribute that amount into a federal tax-deferred annuity with either TIAA-CREF or Fidelity Investments. The IRS limits the maximum amount you can put into a tax-deferred 403(b) retirement plan in any given year. Effective January 1, 2002 the limit for employee contributions via payroll deduction is \$11,000. Employees age 50 and older may contribute an additional \$1,000, making the total elective deferral maximum \$12,000. All benefits arising from these contributions are immediately and fully vested.

C. Life Insurance

A group life insurance plan, which is fully financed by the College, is also provided. This plan provides term life insurance at three times one's annual base salary. Accidental Death (six times base salary) and Dismemberment (variable percentage of salary) rider is included.

D. Long-Term Disability

Long-term disability coverage is also provided and is fully financed by the College. Benefit payment coverage begins in the seventh month of disability, subject to verification and determination by the insurance carrier. Benefits amount to 60% of your monthly salary. Included as an offset in any monthly payments are the following: primary Social Security benefits, Worker's Compensation, veteran's benefits and other related disability coverage.

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<sup>1</sup> College contribution to TIAA-CREF increased from 6% to 7% of annual base salary effective 7/1/08.

#### E. Health Insurance

The College offers two medical plans, a Point of Service (CCPPO) and a Managed Indemnity plan, both of which are administered by HealthAssurance. While the premium costs for the two plans are identical, the coverage and costs you incur are different. Employees pay for the premium costs using pre-tax dollars. Under each health plan you may opt for individual, two-party or family coverage for your spouse or eligible same sex domestic partner and dependent unmarried children less than age 19 (or up to age 25, if your dependent children are full-time students at an accredited college or university). Employees have the option of enrolling or changing their enrollment: 1) within the first 31 days of becoming a full-time employee, 2) through the open enrollment process which allows non-participating eligible employees to enroll on July 1 of each year, or 3) when certain family status changes occur, such as the birth of a baby. Contact HR Services for further information about family status changes.

#### F. Dental Insurance

You may also participate in a group dental plan through United Concordia. Employees pay for the premium costs using pre-tax dollars. The plan offers full coverage for preventive care (after the 1<sup>st</sup> yr) when in-network dental providers are used (reduced coverage when out-of-network dentists are used) and coverage for a range of other dental services. As with the medical coverage, you may select individual, two-party or family coverage for dental care. The full cost of coverage is borne by the employee.

#### G. Vision Coverage

Vision benefits are available through Vision Benefits of America (VBA). The premium costs may be paid using pre-tax dollars. The plan offers reduced cost vision services for exams, glasses or contact lenses. While the highest level of coverage is provided when using the in-network providers, some coverage is provided when using non-network providers. As with the medical and dental coverage, you may select individual, two-party or family coverage for vision care; however unlike the medical and dental plans, you must sign up for a 2-year period with the group vision plan. The cost of coverage is borne by the employee.

#### H. Travel Insurance

The College provides insurance coverage in case of accidental death, dismemberment or loss of sight to all employees during travel and sojourn on the business of the College. Coverage in the principal sum of \$75,000 is extended to all full-time faculty with an aggregate limit of liability of \$100,000 per accident. The company shall not be liable for any amount in excess of that.

#### I. Travel Allowance

Dean's Faculty Conference Fund<sup>2</sup>. Each full-time faculty member receives Dean's Faculty Conference Funds to be used for travel and costs associated with attending professional meetings in one's discipline. The grant may be accumulated up to three years; thereafter, the unexpended amount of the eldest year is returned to the College's general fund. All vouchers must be filed with the Dean of the College and bear the signature of the departmental chair.

J. Liability Insurance

The College has purchased Liability Insurance (Commercial General & Automobile) to protect the institution, its faculty and employees against claims caused by, or alleged to have been caused by, negligent acts of persons while acting on behalf of the College and within the scope of their employment. The College also maintains Workers Compensation Insurance for the benefit of its employees in accordance with the statutory requirements set forth by the State of Pennsylvania.

K. Additional Insurance Benefits

You may purchase additional insurance benefits at relatively attractive group rates. These optional benefits include:

***Individual Life Insurance*** – various low cost life insurance plans available through TIAA.

***Group Accidental Death & Dismemberment Insurance*** – offered to you and your dependents by the CNA Insurance Company. Information regarding these benefits available in HR Services.

***Individual Retirement Annuities (IRAs)*** – TIAA-CREF offers several kinds of IRAs, including Roth and Classic IRAs, using fixed and variable annuities.

***METPAY*** – benefit program for automobile, homeowners and other types of property and casualty insurance.

***Bank@Work***—M&T Bank@Work is an exclusive banking program offered by M&T Bank that is designed to save you time and money! When you sign up for Bank@Work, through direct deposit you can open a checking account from a wide range of options including M&T Totally Free Checking. Participants in Bank@Work enjoy special discounts on loans, mortgages, and investments.

L. Employee Assistance Program

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<sup>2</sup> Formerly known as 1% Fund.

Through the use of professional counselors the Employee Assistance Program (EAP) provides confidential advice and counseling on personal matters. The EAP staff can assist you and your eligible dependents with problems including those related to marriage, parenting, alcoholism, drug abuse, or the death of a loved one. You and your eligible dependents may each have up to three visits per calendar year with an EAP counselor provided at the College's expense. This service is completely confidential. Information will not be shared without your knowledge and signed release.

M. Day Care

The Dickinson College Children's Center provides high-quality day care and kindergarten for 80 children, six weeks to six years old. A College-sponsored summer program serves children up to ten years old. The Center is committed to encouraging the child's individual growth, developing each child's social skills and self-esteem, and encouraging collaboration and cooperation with others on projects of benefit to all. The Center serves the College and community, with preference given to children of employees, alumni, and students. The availability of spaces varies from year to year but is usually tight. You should contact the Center immediately after receiving an appointment to the College or deciding you will need day care. Applications for the subsequent year must be received at the Center by May 1 of each year. A fee schedule and more detailed information are available from the Center at 245-1088 or in HR Services.

N. Members First Credit Union

Members First provides some good opportunities for mortgages, high-interest CD's, no-charge checking, etc. Employees may choose Members First as their bank for direct deposit.

III. Tuition Remission/Tuition Assistance/Tuition Exchange

- A. **Tuition Remission** at Dickinson is available to employees, dependent spouse and all dependent children according to the following schedule. After 12 months of employment, one-third tuition; after 24 months of employment, two-thirds tuition; and after 36 months of employment, full tuition. Tuition remission is limited to a maximum of 32 courses (8 semesters and 1 summer or the equivalent in part-time study) and does not apply for course work taken after completion of the minimum requirements for a bachelor's degree.

**Dependents currently in high school and not matriculating at Dickinson** are eligible to take tuition remission classes without threatening their future tuition remission, assistance or exchange benefits if:

1. They show the appropriate level of competency as determined by their high school transcript and a letter of recommendation from the head (usually principal) of their local school. Competency will be determined by Continuing Education.
2. These students cannot take a seat away from a matriculated Dickinson student.

Therefore, in order for a non-matriculating high school remission student to be admitted to a class, there must be an opening in the class and there must NOT be a wait list. (A professor cannot agree to take a non-matriculating high school student as an extra if there are any matriculated students waiting to be admitted.)

If these criteria are followed, the charges for the course will be “remitted” and will not affect the use of tuition remission, tuition assistance or tuition exchange when the student matriculates in Dickinson or another college, as defined and controlled by the academic and employee handbooks.

- B. ***Tuition Assistance*** at another institution is available only to dependent children. This applies only if such dependent child is attending an institution of higher education in the United States accredited by one of the six regional Associations of Schools and Colleges. Dickinson pays up to one-half of Dickinson’s tuition or the tuition of the institution involved, whichever is lesser. After 12 months of employment, one-third of the full eligibility amount; after 24 months of employment, two-thirds of that amount; after 36 months of employment, the full eligibility amount. This assistance is limited to a maximum of 4 years full-time study (8 semesters and 1 summer or the equivalent in part-time study), and shall be directed solely to the attainment of a bachelor’s degree. Tuition Assistance will only be available for tuition costs at Tuition Exchange participating institutions if the employee completed an application for Tuition Exchange Scholarship in a timely manner and was denied Tuition Exchange. In that event, Tuition Assistance will then be available.

***Tuition Exchange*** is a grant program for children of faculty and staff employed at over 500 participating institutions. The Tuition Exchange, Inc. a non-profit association, serves higher education by making careers at colleges and universities more attractive. The program allows dependents of eligible employees (one year waiting period as a full-time employee), an opportunity to earn a grant at more than 500 colleges and universities nationwide. It also allows dependents of staff at the other membership institutions’ an opportunity to earn a grant here at Dickinson. Both incoming and outgoing grants are based on the membership institution’s regular admissions processes. Eligibility alone does not guarantee student acceptance into an institution or a grant award.

- C. **General Conditions Applicable to Tuition Remission or Assistance**

The determination of dependency for tuition assistance purposes is based on the definitions established by the Internal Revenue Service in the declaration of dependents for income tax purposes (more than one-half of the total financial support to the dependent’s annual upkeep is required).

Requests for payment under the tuition assistance (cash grant) program should be directed to the HRS office. It is helpful to receive the payment request two weeks prior to the due date established by the other institution in which the child is enrolled.

Payments are made on a semester basis. The usual procedure is to divide the annual cash allotment per child between the two semesters equally.

In the event the child is awarded financial assistance for tuition purposes from other sources, the amount of assistance will be deducted prior to the determination of the College's cash allotment.

In the event the faculty member is on an approved leave of absence for not more than one year, tuition assistance or remission will continue to be applicable.

Should a faculty member of the College retire or die, such support will continue with the amount of assistance or remission based upon years of service. For each two years of service, one year of tuition assistance or remission will be given per child.

#### IV. Leave Programs

##### A. Faculty Sabbatical Leaves

The purpose of the Sabbatical Leave program is to provide for the improvement and invigoration of faculty, enhancement of faculty connection to the broader scholarly community, and ultimately to improve the quality of education available to Dickinson College students.

During the operation of the Leave program, the work of the academic departments and programs should proceed without diminution of the quality of instruction. Necessary adjustments of curricular offerings and support services should be effected in a manner that will best maintain the departmental programs.

A sabbatical leave is normally granted for the purpose of scholarly research or other creative work appropriate to the field of the faculty member. The project should usually produce materials capable of being submitted for peer review. Ideally, the sabbatical project should be directly or indirectly related to one's teaching or other pedagogical responsibilities, as well as enhancing one's scholarly stature.

The College also recognizes that changing needs in the academic program, and the changing interests of individual faculty members, will occasionally make a development sabbatical desirable and even necessary. A development sabbatical is one that is designed to enhance the individual's competence in his or her academic field or involves a legitimate incursion into a related field. This type of project should be relevant to the person's career and to the curricular goals of the College. Whenever possible, the results of a development sabbatical should be made available to some form of peer evaluation.

At the conclusion of a sabbatical leave, the sabbatical project will be assessed by the College in terms of both effort and outcome. The assessment of the quality of one's previous sabbaticals will be a factor in the consideration of a new sabbatical proposal.

## B. Eligibility for Sabbatical Leave

1. All tenured faculty shall be eligible for a sabbatical leave after five consecutive academic years of teaching at the College. Under exceptional circumstances, the Faculty Personnel Committee may waive the requirement that the years of teaching contributing to eligibility be continuous.
  - a. If a tenured faculty member is asked to postpone a sabbatical leave at the request of the College, then the subsequent time teaching continues to contribute to eligibility. In such cases, there shall be no penalty in eligibility for the leave following the delayed leave.
  - b. If a tenured faculty member chooses to postpone a sabbatical leave for which she or he is eligible, then subsequent teaching time does not contribute to eligibility until the delayed leave is taken.
2. All tenure-track faculty shall be eligible for a sabbatical leave beginning in the year subsequent to a positive Year-Four evaluation. If a faculty member decides not to take a pre-tenure sabbatical, then she or he is next eligible for a sabbatical leave in the year subsequent to earning tenure.

## C. Application Procedure for Sabbatical Leaves

1. The number of leaves to be granted at any one time, and the choice of persons to receive them, is to be decided by the President of the College in consultation with the Provost and Dean of the College and the Faculty Personnel Committee, considering:
  - the length of service of each applicant;
  - the recommendation of the department chair;
  - the effect on the curriculum;
  - the distribution of leaves over the whole of the faculty;
  - the nature of the applicant's proposal.
2. Any eligible faculty member may apply for a sabbatical leave. Eligibility for leave shall not imply automatic approval. The application must state:
  - which form of leave (research, development) is being requested;
  - when the person desires it;
  - the nature and extent of the proposed project in adequate detail (3-5 pages).
3. The application must be addressed to the Provost and Dean of the College via the Chair of the Department. The Chair shall forward the application to the Dean with a cover memo stating:
  - the Chair's recommendation to approve or disapprove the sabbatical proposal on its merits;
  - a proposal from the department regarding how the loss of courses or other responsibilities will be covered, including part or full time replacement requests.



4. The Provost and Dean of the College will refer all applications for sabbatical leave to the Faculty Personnel Committee for its scrutiny and recommendation to the President. Applications, to be considered, may be submitted as early as desired but not later than September 15 of the year prior to the academic year in which the desired leave is to become effective. Approval by the College is for the project, the leave pattern, and the replacement arrangements treated as a package. *Sabbatical leaves are typically granted for either one semester at full pay or one academic year at half pay.*

#### D. Leaves of Absence

Leaves of absence without pay and apart from their role within a sabbatical or development leave package are available to Dickinson College faculty. Any of the following reasons are legitimate:

- for scholarly study and research;
- for teaching or serving in an appropriate professional position at another institution;
- for serving in an administrative position at Dickinson;
- for personal reasons, such as rearing children or exploring other career possibilities.

Just as with sabbatical and development leaves, a request should be submitted in writing to the Provost and Dean of the College and the Faculty Personnel Committee. The request must include a full description of the nature of the proposed leave and the reasons for it; a letter of support from one's department chair must accompany it. The submission date is November 1 for the subsequent fall term or full academic year; May 1, for the subsequent spring term. Leaves of absence have a lower priority than sabbatical leaves. Approval depends on a judgment that the leave will not be harmful to the College's academic program.

Leaves of absence are normally granted for one semester or one year, but under unusual circumstances may be approved for up to two years. Requests for extensions beyond the time period originally approved require reapplication through the procedures described above.<sup>3</sup> The year in which a one-semester leave of absence is taken will be counted in the probationary period for non-tenured faculty. Two accumulated semesters of leave or a full year's leave will not be counted.

All applicable leave time will be applied in conjunction with any qualified Family and Medical Leave (FMLA).

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<sup>3</sup> Change approved at 6 May 1996 Faculty Meeting.

E. Parental Leave Policy<sup>4</sup>

Birth mothers who have been employed at Dickinson College in a full-time position for 12 months preceding the birth of the child are eligible for six weeks of full paid medical leave<sup>5</sup>, including benefits that begin when an eligible employee's physician determines that a pregnant woman should discontinue work or at the time of delivery, whichever comes first.

The primary caregiver, who is employed at Dickinson College in a full-time position for 12 months preceding the birth of a child, is eligible for six weeks of parental leave at 100% pay. If the primary caregiver is also the birth mother, this parental leave is in addition to the six weeks of paid medical leave.

A spouse or same-sex domestic partner of a primary caregiver, who has been employed at Dickinson College in a full-time position for 12 months preceding the birth of a child, is eligible for three weeks of parental leave at 100% pay and up to three weeks parental leave at 50% pay.

In cases of adoption of a child six years of age or under, the primary caregiver, if employed at Dickinson College in a full-time position for 12 months preceding the adoption of the child, will be eligible for six weeks of parental leave at 100%.

A spouse or same-sex domestic partner of a primary caregiver who has been employed by Dickinson College for 12 months preceding the adoption of a child is eligible for three weeks of parental leave at 100% pay and up to three weeks parental leave at 50% pay.

Under this policy, if both parents are Dickinson employees both of whom have been employed at Dickinson College for 12 months each, they will share between themselves, in consultation with their supervisors, a maximum of 12 weeks of 100% paid leave, taken either concurrently or consecutively.

The FMLA permits employees to take up to 12 weeks of *unpaid* leave. *Paid* leave of less than 12 weeks, as provided by the College under this revised policy, will be supplemented by *unpaid* leave in accordance with the FMLA.

	<b>Medical Leave at 100% pay</b>	<b>Parental Leave at 100% pay</b>	<b>Parental Leave at 50% pay</b>
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<sup>4</sup> Effective July 1, 2006.

<sup>5</sup> Six weeks of medical leave for childbirth is an accepted basic measure of the health care component related to a woman's recovery period. This period may be extended depending on the health care needs of the mother.

<b>Birth:</b>			
Mother	6 weeks <sup>3</sup>	---	---
Primary caregiver <sup>6</sup>	---	6 weeks	---
Spouse or same-sex domestic partner of primary caregiver	---	3 weeks	up to 3 weeks
<b>Adoption:</b>			
Primary caregiver	---	6 weeks	---
Spouse or same-sex domestic partner of primary caregiver	---	3 weeks	up to 3 weeks

F. Leave and Tenure Clock.<sup>7</sup> Junior faculty will have their “tenure clock” (probationary year toward tenure) halted for the year in which the leave is taken in the following cases: sabbatical or other professional leave for an academic year or semester, parental leave of six weeks or longer, and medical leave of six weeks or longer.

Faculty members taking leave in any of the aforementioned categories may request that the clock not be halted for the academic year in which leave is taken. Such requests will be honored by the College. For sabbatical or other professional leave, the request to continue the movement of the tenure clock must be made before the beginning of the leave and in writing. In the case of parental or medical leave, however, the request may be made in writing at any time until the end of the leave period.

In the case of parental or medical leave for less than six weeks, the tenure clock will continue. Requests to halt the clock in such cases should be made to the Faculty Personnel Committee, which has the authority to accept or deny the request.

### Leave Policy

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<sup>6</sup> For purposes of this policy, the primary caregiver of a child is defined as the sole caretaker of his or her newborn child at least 20 hours per week, Monday through Friday, between the hours of 8:30 a.m. and 4:30 p.m. The partner who intends to be the primary caregiver according to this definition must submit a letter to his or her supervisor attesting to this intention.

<sup>7</sup> Reported for comment and discussion at February 8, 2010 Faculty Meeting.

	Sabbatical or leave of absence (1 year or 1 semester)	Medical or parental (6 weeks or longer)	Medical or parental leave (less than 6 weeks)
Is default policy to stop the clock?	Yes	Yes	No
Is a request to differ from default policy honored without question?	Yes	Yes	No (the faculty member may make a case to Faculty Personnel Committee)

### FAQ's

1. *If a leave falls in the summer, do these provisions apply?*

Yes. The tenure clock is halted for the academic year in which the majority of leave falls (unless the faculty member requests the clock not be halted).

2. *How is leave handled if it falls during a sabbatical?*

The College revises *goals* for the sabbatical on the assumption that no College-related work, including scholarship, is *expected* during the period of the leave.

*If an impending parental or medical leave conflicts with a sabbatical that has already been approved but has not yet begun, may I reschedule the sabbatical?*

*Sabbaticals are important opportunities for scholarship and professional development for all faculty, especially for junior faculty who are building portfolios for tenure. If it appears that an anticipated parental or medical leave would substantially interfere with meeting the goals of an approved sabbatical, a faculty member may request to reschedule the sabbatical by submitting a memorandum to the Provost and FPC.*

3. *What happens if a leave does not coincide with an academic semester?*

Faculty are expected to teach in that portion of a semester not included in the leave. In some cases, however, when leave ends before the semester's close, it may not make sense for the faculty member to return to teaching. This is particularly true if alternate arrangements have been made for course coverage. In such cases, the faculty member returning from leave will be assigned tasks in lieu of teaching, these tasks to be defined in conversation with the department chair and provost.

4. *How is salary handled if a parental or medical leave falls during a*

*sabbatical?*

Faculty members remain at their previously designated salary – full salary for a single semester sabbatical or half salary for a full year sabbatical – during the leave.

5. *Can a faculty member returning from parental or medical leave secure a reduced teaching load?*

Yes, faculty may request a one-course reduction in teaching load (from three to two courses) for the semester following leave. Normally, the faculty member's salary will be reduced at the rate of an adjunct salary for course replacement.

6. *Can faculty members with partners on the faculty who have taken parental leave, but who themselves have not, request a halt of the tenure clock?*

In this case, the tenure clock does not stop automatically, but faculty may request it. Such a request will be treated on the same basis as one from a faculty member taking less than six weeks leave.

- G. Medical Leave. A faculty member has the right to a leave of absence for medical reasons. The leave is with full pay for up to six months, during which the employee will apply for benefits under the College's long-term disability program. Determinations on long-term disability are at the discretion of the insurance carrier. The leave is granted by the Dean of the College, based upon a written statement from an attending physician indicating that the person is unable to perform his/her College responsibilities. The leave may involve reduced College activities or none at all, depending on the severity of the medical problem. The Dean in consultation with the person's department will work out arrangements for covering his/her responsibilities during this period. A written statement from the attending physician indicating that the person is able to return to full time work will terminate the medical leave, recognizing that in many cases this cannot occur or occur fully in the middle of a semester.

All applicable leave time will be applied in conjunction with any qualified Family and Medical Leave (FMLA).

V. Fringe Benefit Eligibility During Sabbaticals or Leaves

A. For Those on Sabbatical Leave

The College's contribution to TIAA-CREF will be continued at 7%<sup>8</sup> of the full annual base salary.

All other fringe benefits, except long term disability, normally paid by or subsidized by the College will be continued including the Dean's Faculty Conference Fund.

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<sup>8</sup> Effective July 1, 2008.

B. For Those on Leave of Absence Without Compensation

The College's contribution to TIAA-CREF will be continued for one year at 7%<sup>9</sup> of the full annual base salary which would have been paid the employee had he or she not been on leave, providing the employee is not on a private or public grant which contributes full or partial payment of retirement benefits while on leave. If partial payment of retirement benefits is received, the College will pay an amount equal to the difference.

VI. Extra-College Employment

Appointment as a full-time faculty member at the College presumes that employment for remuneration outside of the College, during the academic year, shall not be undertaken without the prior approval of the chair of the person's department and the Dean of the College. Lectures, consultancies, and other professional activities of limited duration are exempted from this need for approval.

VII. Retirement

A. Retirement Age, Retirement Year

The normal "retirement age" for Dickinson faculty is attainment of the 65<sup>th</sup> birthday. There is no mandatory retirement age. A person's "retirement year" in any of these senses is defined as concluding on 30 June of the fiscal year during which the person reaches the appropriate retirement age.

A faculty member may continue employment with tenure beyond the normal retirement year, but only after positive periodic evaluation (See Chapter Four, Section I.C.2).

B. Phased Retirement Plan

A phased retirement plan<sup>9</sup> is available for full-time faculty who are 55 years and older, and who have at least 10 years of service. The plan includes the following features:

- Faculty may choose to reduce their teaching load by either one or two courses (80% or 60% of a usual teaching load) over one to three years before retiring. They are also released from student advising and committee service. The faculty member is fully retired at the end of the period of phased retirement.
- Salary is reduced to either 80% or 60% of a full-year's salary.
- The College pays for a faculty member's health insurance and life insurance until her or his retirement (up to three years).
- Other benefits continue until the faculty member's retirement and are adjusted to the reduced teaching load and salary.

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<sup>9</sup> The current early retirement program will be offered through 30 June 2011.

- Participation in the program is subject to the approval of the Provost/Dean of the College. Program applications are due no later than 1 April of the spring semester prior to the academic year in which you wish to begin your reduced teaching load.

More detailed information is available from Human Resource Services.

### VIII. Emeritus Professors

#### A. Eligibility:

1. For Faculty, rank of Professor or Associate Professor at the time of retirement.
2. Usually the age of 60 or older, unless retirement is for reasons of health.
3. Retirement from Dickinson at age 65 or later, or retirement from full-time professional responsibilities at the time of one's early retirement from the College.

#### B. Selection:

1. Nomination by the person's department or program advisory group, normally submitted at the annual January evaluation time during one's final year of regular appointment.
2. Review and concurrence by a Personnel Committee and the Dean of the College.
3. Approval by the President of the College, followed by a letter of appointment in March, the usual month for salary and promotion letters.

#### C. Privileges and Responsibilities:

1. Listing in college catalogue at rank and title held at time of retirement, preceded by the word "emeritus" or "emerita".
2. Full library privileges and the use of college stationery and departmental mails for academic correspondence. The departmental mailbox may be used for receiving mail if an individual box is not available.
3. Use of available laboratory, computer, and carrel facilities, as determined by the department and the College. Use of these should be requested by May 1 each year to the Dean of the College; support will be made available within the constraints of existing resources.
4. Participation in the cultural and social life of the College under the same conditions as other faculty. This includes: regularly receiving information about scheduled college events; involvement in departmental activities at the invitation of the department; participation in academic processions such as Convocation and Commencement.
5. Neither vote nor voice at Faculty Meetings.

6. Eligible for part-time appointment to teach regular courses or seminars at the College, to offer instruction through Continuing Education programs, and to represent the College or its interests in various ways beyond the campus.

7. Eligible to apply for Research and Development funds.

IX. Associate Fellows

Independent scholars who wish to maintain active ties to the academic community may apply for an appointment as Associate Fellow. A person is nominated by an academic department, and appointed by the Dean of the College in consultation with the Faculty Personnel Committee. Since it is important that the Associate Fellow be accepted as the professional equal of departmental colleagues, the application should contain the same supporting information as an application for a regular position. Appointment is for one to three years and is subject to renewal.

Associate Fellow shall be an unsalaried position with library privileges, but no departmental duties. The Associate Fellow shall be on a departmental mailing list for notification about public and departmental colloquia, lectures, and the like. A person appointed as an Associate Fellow shall not indicate such status, or any affiliation with Dickinson College, in any curriculum vitae, personal resume, or publication, without the express written permission of the Dean of the College. An Associate Fellow is an unsalaried position and does not imply any form of employment.

X. Honorary Fellows<sup>10</sup>

Important persons—actors, artists, musicians, politicians, religious leaders, scientists, writers, and others—who have spent a minimum of four weeks in residence at Dickinson may thereafter be appointed as an Honorary Fellow. A person may be nominated by an academic department, and appointed by the Dean of the College, in consultation with the Faculty Personnel Committee for a term based on the department's recommendation.

The purpose of such an appointment is to sustain a connection with a person whose campus residency has been successful. The appointment gives visibility to Dickinson's relationship with a person of national or international standing. It also continues a connection that, it is hoped, will include future interactions and perhaps additional residency occasions.

An Honorary Fellow is listed in the catalogue, and receives College-wide and departmental information relevant to the person's interest.

An Honorary Fellow is an unsalaried position and does not imply any form of employment. The person is provided with the same access privileges offer to Associate Fellows.

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<sup>10</sup> Change approved at 6 May 1996 Faculty Meeting.